

## 2018 CHECKLISTS FOR NEW STUDENTS

### LATE ARRIVALS

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#### ESSENTIAL ACTIVITIES (ALL STUDENTS)

##### **Notify your department that you'll be late**

It is strongly recommended that you notify your department that you'll be arriving late, so that you can obtain any reading materials or advice necessary to pick up your studies smoothly on arrival.

You'll most likely already be aware of whom to contact in your department, but if you're unsure then visit your department's website for contact details.

- Search 'ucl faculties'

##### **Notify your hall of residence that you'll be late (if applicable)**

If you're staying in a hall of residence or student house, then you'll also need to let UCL Accommodation know that you'll be arriving late.

- Search 'ucl accommodation contact'

##### **Make sure you have access to Portico**

Portico should be fully available to you once you have completed pre-enrolment. It is very important to have full access to Portico, as it hosts several essential services.

You'll need your UCL user ID and password to log in (these are set up as part of pre-enrolment). If you have any access issues, contact the ISD Service Desk by email, phone or in person in the Science Library for support.

- Search 'ucl portico', 'ucl isd service desk'

##### **Make sure your contact details are up to date**

It's important to keep your contact details up to date on Portico. In particular, you must update your term-time address before you enrol to ensure that the confirmation letter you are given is correct.

- Search 'ucl portico'

## **Enrol**

If you are arriving late at UCL, your first port of call should be the Student Centre, where you'll be able to complete your in-person enrolment. You don't need to make an appointment, but you will need to bring your passport and student number with you.

**Important:** All students with a programme start date of 24 September must enrol by Friday 12 October at the absolute latest.

- Search 'ucl enrolment new students', 'ucl student centre'

## **Collect your student ID card**

Once you've enrolled, you'll be able to collect your UCL student ID card. To do this, you'll need to visit UCL Security Systems in the Andrew Huxley Building at any time between 9am and 4.45pm, Monday to Friday. You'll need to show your Statement of Student Status letter, which you'll be given when you enrol.

Your student ID card is required to enter most UCL buildings and access many UCL services.

- Search 'ucl id card', 'ucl andrew huxley'

## **Set up your IT facilities**

You will receive your UCL user ID and set up your password as part of pre-enrolment online. These will grant you access to IT facilities such as Wi-Fi, printing and your UCL email account.

- Search 'ucl isd getting started'

## **ESSENTIAL ACTIVITIES (INTERNATIONAL STUDENTS)**

### **Collect your Biometric Residence Permit (if applicable)**

If you're an international student on a Tier 4 Student visa, you'll need to collect your Biometric Residence Permit (BRP) within your first 10 days. You should be notified when it is available for collection. You will need to do this before you enrol.

If you chose to collect your BRP at UCL during your visa application process, then you will be contacted directly by the UCL Student Immigration Advice and Compliance team with full instructions on where, when and how to pick up your card.

- Search 'ucl brp'

### **Register with the police (if applicable)**

Some (but not all) international students on a Tier 4 Student visa need to register with the police. Not doing so if required is a criminal offence.

UCL has worked with the Overseas Visitors Records Office (OVRO) and will be offering a limited number of appointments for those students who need to register, making the process easier. More information about this will be made available in September at the link below.

If you need to register but do not sign up for an appointment, you will need to go directly to OVRO within 7 days of arriving in the UK.

- Search 'ucl police registration', 'ovro'

## **RECOMMENDED ACTIVITIES (ALL STUDENTS)**

### **Research and join clubs and societies**

Even if you arrive late and have missed the Welcome Fair, you can always do some research into the range of societies and clubs on offer through the Students' Union website. Alternatively, you could visit the Students' Union on campus for advice. Contact the clubs or societies that you're interested in directly to find out how to join and what's involved.

- Search 'ucl clubs directory'

### **Attend social events**

The Students' Union run social events and activities throughout the year, so even if you've missed some or all of the welcome events at the start of term, there will still be lots happening that you can take part in.

- Search 'students union ucl'

### **Look through our other checklists to make sure that you haven't missed anything**

Hopefully you'll have already read through the 'Before you arrive' checklists, but don't forget to look at the 'First few days' checklists and the 'First few weeks' checklists to be sure that you haven't missed any opportunities.

- Search 'ucl checklists'

## **RECOMMENDED ACTIVITIES (INTERNATIONAL STUDENTS)**

### **Look through 'Online ISOP'**

If you're an international student and have missed the International Student Orientation Programme (ISOP), you can catch up with our Online ISOP. This will help you ensure that you've not missed any important news or information that may be relevant to you.

- Search 'ucl online isop'

### **Open a bank account**

Once you have enrolled, you can begin the process of opening a UK bank account using your Statement of Student Status (a letter given to you at enrolment). If you are registered on a programme lasting less than 6 months, please note that it may not be possible to open a bank account with certain banks.

- Search 'ucl bank accounts'